

JOB VACANCY NOTICE

U.S. Interests Section
Havana, Cuba

February 18, 2014

Announcement Number: 14/04

Position Number: 97-602004

OPEN TO: USEFM, EFM, or LE Staff Non Ordinary Residents Only.
POSITION: Refugee Pre-Screener, FP-07
OPENING DATE: February 18, 2014
CLOSING DATE: March 14, 2014
WORK HOURS: Full-time: 40 hours/week.
Start date: June 2014 TBC
SALARY: \$ 40,394 Actual grade and salary will be based on the qualifications of the applicant.

The U.S. Interests Section (USINT) seeks an U.S. Citizen Eligible Family Member (USEFM), Eligible Family Member (EFM), or a Third Country National (TCN) for the position of Pre-Screener in the Refugee Unit.

Note: If the selected candidate does not meet the computer skills requirement for the job, he/she will be placed in a training grade (FP-08) until he/she does so.

Note: If the selected candidate does not meet the language skills requirement for the job, he/she will be placed in a training grade (FP-08) until he/she does so. The position requires at least a Level II English to be placed in a training grade.

BASIC FUNCTION OF POSITION

The employee performs a wide range of refugee-related services under the direction of the Refugee Coordinator and Team Leader including prescreening applications, conducting interviews in Spanish with refugee applicants, and applying Homeland Security guidelines to qualify refugee applicants for final DHS interviews. Employee must also maintain clear interview records. Additional duties include monitoring repatriated Cuban migrants.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Management Office, HavanaHR@state.gov.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1) U.S. High School diploma or local country equivalency is required.
- 2) Two years experience in administrative/ government/ Para-professional services is required.
- 3) Level III (Good working knowledge) written/spoken Spanish and level III (good working knowledge) written/spoken English is required. (Test to be administered by the HR department).
- 4) Good working knowledge of Microsoft Office (Microsoft Word, Excel). (Test to be administered by the HR department).
- 5) Dependents of third country diplomatic staff must have their chief of mission's concurrence with employment.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency (employment eligibility) status in determining successful candidacy. Dependents of other diplomatic missions must have their chief of mission's approval to work.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for employment (DS-174) is required.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

USINT Human Resources Management Office

POINT OF CONTACT

Telephone: 839-4118
FAX: 833-4214
E-mail: HRHavana@state.gov

DEFINITIONS

1. USEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- a) U.S. citizen; and
- b) The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- c) Listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under 3 FAM 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form SF-1190, Foreign Allowances Application, Grant and Report, processed authorizing ISMA.

2. Eligible family members (EFM):

- a) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and incapable of self support*. The term "children" shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship (at least until age 18), or comparable permanent custody arrangement, of the employee or spouse when dependent upon and normally residing with the guardian or custodial party; ... and

b) Spouse or same-sex domestic partner as defined in 3 FAM 1610.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personal having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 14, 2014

The US Interest Section in Havana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARANCE FOR THE JOB OPPORTUNITY
Announcement Number: 14/04

Approved HRO: PGutierrez
Drafted: HR: APorner
Cleared: REF: MDoetsch

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